SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 09/02/16 CLOSING DATE: 09/12/16 (4:30 PM)

SCDC INTERNAL TITLE: HUMAN SVCS SPEC II SCDC POSITION #: 011453

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: LIVESAY CORRECTIONAL INSTITUTION, SPARTANBURG (SPARTANBURG) LEVEL 1

STATE JOB TITLE: HUMAN SERVICES SPEC II STATE JOB CLASS: GA40

PAY BAND/LEVEL: 04 C

BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO HIRING SALARY RANGE: \$ 029192 - \$ 030864 SCEIS POSITION #: 61017669

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTIONAL AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

MAINTAINS A CASELOAD OF INMATES IN THE LABOR CREW/WORK PROGRAM AND/OR PRE-RELEASE PROGRAM. SECURES JOB PLACEMENT; COORDINATES WITH BUSINESS OWNERS AND MANAGERS, EMPLOYMENT OFFICES, PUBLIC AND GOVERNMENTAL AGENCIES IN THE DAILY ACTIVITIES RELATING TO INMATE JOB PLACEMENT. PREPARES CASE REPORTS AND UPDATES REPORTS FOR PERIODIC REVIEW OF INMATE'S PROGRESS. SERVES AS THE CENTRAL POINT OF CONTACT ON CLASSIFICATION MATTERS. ADVISES INMATES ON RELEASE ELIGIBILITY DATES AND SENTENCE INFORMATION. CONDUCTS WEEKLY ORIENTATION PROGRAM TO INFORM INMATES OF INSTITUTIONAL RULES AND REGULATIONS. OPERATES THE COMPUTER TO ASCERTAIN INFORMATION AND ENTER APPLICABLE CHANGES. MAINTAINS ACCURATE INSTITUTIONAL INMATE RECORDS AND ENSURES PHYSICAL ACCOUNTABILITY. SERVES AS CHAIRPERSON OF THE INSTITUTIONAL CLASSIFICATION COMMITTEE.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

** THIS IS A REANNOUNCEMENT **